



Lewis & Clark County Job Posting

POSITION: COMPETENT PROFESSIONAL AUTHORITY - WIC

DEPARTMENT: HEALTH

PAY RATE: \$15.31/HR

DISTINGUISHING CHARACTERISTICS: Under the general supervision of the Community Health Promotion Division Administrator, this position provides nutrition screenings, education, planning, participant consultation, referral and follow-up services for the WIC program.

PHYSICAL/ENVIRONMENTAL DEMANDS: Duties are generally performed in a medical clinic environment where hazards and discomforts are controlled and modifiable. Duties involve occasional exposure to bodily fluids, communicable diseases, pathogens, and biohazard materials. Ability to bend at the waist, kneel, reach over the head, talk, hear, and see. Able to move or lift documents and materials weighing up to 30 lbs. Frequent contact with fellow employees, participants and citizens.

QUALIFICATIONS: The above knowledge, skills, and abilities are typically acquired through combination of education and experience equivalent to any of the following: a Registered Dietitian, Nutritionist with a Bachelor's or Master's degree from any college/university which is accredited/approved by the Commission on Accreditation for Dietetics Education; Register Diet Technician; a health-related degree (BA or Associate Degree, such as RN, LPN, Health Promotion, Health Education, Health And Human Development, Community Health, Early Child Development, Exercise Science, Family and Consumer Sciences or Home Economics), with 6 or more semester credit hours in food and nutrition (including courses in Basic Nutrition, Nutrition in Life Cycle, Community Nutrition and Disease), and successful completion of an Anatomy/Physiology series of coursework. Successful applicant will be required to complete training required by the WIC State Plan for WIC Competent Professional Authority (CPA). Other degreed professionals with 12 or more semester credit hours in food and nutrition appropriate to the WIC population (including course in Basic Nutrition, Nutrition in the Life Cycle and at least one other upper-level nutrition class) and successful completion of an Anatomy/Physiology coursework must have been completed within the past 10 years unless the applicant has been working in the Nutrition field. Current (as of 8/2003) Montana CPA certification may be substituted for required education/experience. Training assignment may be considered for applicants with appropriate degree and who are within 3 credits of course requirements for above WIC certification. Training assignment will be temporarily appointed as a WIC Aide and paid as a WIC Aide. Must be able to complete coursework within six (6) months of employment.

STATUS: REGULAR, PART-TIME (30HRS/WK), NON-EXEMPT

BARGAINING UNIT: MPEA

CLOSING DATE: APRIL 19, 2013

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Federal and state regulations for WIC program; Lewis and Clark County policies and procedures; Health Department programs, policies and procedures; principles and practices of human nutrition, nutrition education, nutrition planning, disease conditions and treatment related to nutrition; breast-feeding practices and procedures and basic infant and child feeding behaviors; community health and human service resources; public health quality assurance and quality improvement policies and programs; child-abuse reporting laws; HIPAA regulations and practices. Ability to use common office machines; prepare reports according to prescribed standards; maintain client confidentiality according to prescribed standards; establish priorities according to prescribed standards; prepare reports according to prescribed standards; understand and follow oral and/or written policies, procedures, and instructions; operate computer systems and related software, including word processing, email and spreadsheet programs; communicate effectively orally and in writing; establish effective working relationships with program participants, fellow employees, supervisors, and citizens.

EXAMPLES OF DUTIES: (The following are intended to illustrate typical duties. They are not meant to be all inclusive or restrictive.) Provides nutrition screenings, breastfeeding and general nutrition education, planning, participant consultation, referral and follow-up services for individuals and family groups; conducts client interviews; performs anthropometric measurements; gathers hematological data; evaluates results of basic medical tests; reviews health and diet questionnaire; issues food benefits to program participants; develops care plans; makes referrals to community services; discusses care plan with clients and performs follow up; prepares and maintains case records; attends meetings, conferences, workshops, and training sessions; performs other duties as assigned.

TO APPLY: Submit a *completed* Lewis and Clark County application, cover letter thoroughly documenting relevant qualifications and experience, together with a current resume and college transcripts, to the Human Resource Office, 316 North Park, Room 303, Helena, Montana, 59623, no later than 5:00 P.M. on the closing date. For additional information, (406) 447-8316 or www.co.lewis-clark.mt.us. Faxes and electronic material will be not accepted. **Incomplete application materials will not be processed.** The County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks, and structured oral interview.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER